

## RECORDS RETENTION SCHEDULE

Key #16009

66 25663

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION STATE PERSONNEL BOARD		(2) AGENCY BILLING CODE 54000		(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION ADMINISTRATIVE SERVICES DIVISION/FISCAL/CONTRACATS		(5) ADDRESS 801 CAPITOL MALL, SACRAMNETO, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER ASD-05/06-03 A1	(10) SCHEDULE DATE 3/10/08	(11) NUMBER OF PAGES	(12) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER ASD-05/06-03	(14) APPROVAL NUMBER 06-107	(15) APPROVAL DATE(S) 6/21/07	(16) PAGE NUMBER(S) REVISED FRONT PAGE
(17) MISSION/FUNCTIONAL STATEMENT TO IMPLEMENT AND GUIDE THE CIVIL SERVICE SYSTEM AND ENSURE THAT EMPLOYMENT IS BASED ON MERIT AND FREE FROM PATRONAGE.					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <b>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</b>					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS		(19) TITLE BUSINESS SERVICES OFFICER		(20) PHONE NUMBER (916) 653-1468	(21) DATE SIGNED 11/8/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST		(23) CLASSIFICATION STAFF SERVICES ANALYST	(24) NAME (Printed or Typed) ELIZABETH R. RAINEAR	(25) PHONE NUMBER (916) 653-0350	(26) DATE SIGNED 11/8/07
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE – CalRIM CONSULTANT			(28) APPROVAL NUMBER 08-079	(29) DATE SIGNED 3/11/2008	(30) EXPIRATION DATE 3/11/2013
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES STAMP	
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE			(34) DATE SIGNED		

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(35) CalRIM APPROVAL NUMBER

08-0794

SCHEDULE # ASD-05/06-03 A1

(36)

PAGE 2 OF 4 PAGES

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	9.625		CONSOLIDATED CONTRACTS	P		ACTIVE +7			ACTIVE +7		RETAIN SEVEN YEARS FROM END OF FISCAL YEAR IN WHICH ENCUMBRANCE IS LIQUIDATED. DESTROY AFTER THE REQUIRED SEVEN YEARS OR WHEN AUDITED BY THE BUREAU OF STATE AUDITS OR THE DEPT. OF GENERAL SERVICES, WHICHEVER OCCURS FIRST.
2	3		PAYABLE CONTRACTS	P		ACTIVE +7			ACTIVE +7		
3	3.375		REIMBURSABLE CONTRACTS	P		ACTIVE +7			ACTIVE +7		
4	1.5		CERTIFICATION CLAUSES	P		ACTIVE +7			ACTIVE +7		
5	.375		MISCELLANEOUS FORM LETTERS, GENERAL INFORMATION, SAMPLE CONTRACTS, DGS CONTRACTS AND CPS FILES RELATED TO INTERPRETER CONTRACTS.	P		ACTIVE +7			ACTIVE +7		
6	2		PSYCHOLOGICAL SCREENING RFP & BIDS, MEDIATION BIDS, CONSULTING SERVICE REPORTS	P		ACTIVE +7			ACTIVE +7		
7	3		PSYCHOLOGICAL SCREEING REIMBURSEMNT CONTRACTS	P		ACTIVE +7			ACTIVE +7		
8	1		EDD SECURITY CONTRACT	P		ACTIVE +7			ACTIVE +7		

\* Provide total of office and departmental

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
9	1		TRAINING CONTRACTS	P		ACTIVE #			ACTIVE #		(SAME AS ITEM 1)
10	1		PITNEY BOWES AGREEMENT ORDER	P		ACTIVE #			ACTIVE #		(SAME AS ITEM 1)
11	1		MASTER SERVICE AGREEMENTS FOR LANIER COPIERS, WEST GROUP PULICATIONS, AUDIO TAPES,  PITNEY BOWES, IT SERVICES	P		ACTIVE #			ACTIVE #		(SAME AS ITEM 1)

\* Provide total of office and departmental

08-079

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EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS  (Double spaces between items)	MEDIA  (41)	VITAL  (42)	RETENTION				PRA (Exempt) & IPA  (47)	REMARKS  (48)
						OFFICE  (43)	DEPT.  (44)	SRC  (45)	TOTAL  (46)		

12.			<u>Records Management</u>								
			STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
13.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed whichever is later.
14.	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
15.			Authorization for Records Destruction (Computer Printouts)			4			4		Retain for two years from date destruction is authorized. Then retain two additional years or until audited, whichever occurs first (maximum of four years).
			<u>Electronic Mail</u>								
16.			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.